AIM Entry Scenarios and Examples

This guide is designed to provide examples of students entering school and the appropriate enrollment end date and status that should be used in AIM

Scenario	Example	Action
Student is enrolling in Kindergarten. Student has never been enrolled in another MT school.	Student is age 5 by September 10. Enrolling in school for the first time.	Start Date is the first day of school (or first day of attendance, whichever is later). Start Status is 01: First time receiving educational services.
Student is enrolling in Kindergarten. Student was enrolled previously in Pre-K at the same or another MT district.	Student was receiving SPED services as a Pre-K student prior to enrollment in Kindergarten.	Start Date is the first day of school (or first day of attendance, whichever is later). Start Status is 02: Continued enrollment same school, no interruption ***or*** 04: Transfer from another public school in district or state (may be a transfer from out of state if student attended another public school for Pre-K services). Students attending a private Pre-K program or Head Start should not be coded as a transfer from a private school and have a 01 Start Status.
Student is enrolling in 1st grade. Student was not enrolled in any type of Kindergarten program.	Student did not attend Kindergarten for religious purposes. Student is attending 1st grade as the student's first enrollment into school.	Start Date is the first day of school (or first day of attendance, whichever is later). Start Status is 01: First time receiving educational services.
Student was enrolled in the previous year in the same school and is returning this year.	Student is moving from grade 01 to grade 02 in the same school.	Start Date is the first day of school (or first day of attendance, whichever is later). Start Status is 02: Continued enrollment, same school, no interruption.

Scenario	Example	Action
Student completed the highest grade level at one school in the previous year and is moving to another school in the same district (*or school system*).	Student is moving from Elementary school to Middle school in the same district, or moving from Middle school (grade 08) to High school (grade 09) in the same school system.	Start Date is the first day of school (or first day of attendance, whichever is later). Start Status is 04: Transfer from public school in district or state.
Student was enrolled at one school within the district (*or school* system) in the previous year and is moving to another this year.	District has two K-6 schools and the student moves from one school to another between grades 04 and 05.	Start Date is the first day of school (or first day of attendance, whichever is later). Start Status is 04: Transfer from public school in district or state.
Student was enrolled in a Montana district last year and has moved to a new school in another district (*or school system*).	Student moves from Helena to Missoula.	Start Date is the first day of school (or first day of attendance, whichever is later). Start Status is 04: Transfer from public school in district or state.
Student moves to a MT public school district from another type of school (private, homeschool, out-of-state, state funded, etc).	Student moves to MT district from Colorado.	Start Date is the first day of school (or first day of attendance, whichever is later). Start Status is the appropriate code reflecting the transfer (e.g., 06: Transfer from an out of state school).
Student in grades 7-12 completed the 07-08 school year, but did not appear in the 08-09 school year.	Student finished the school year with the intent of re-entry in the fall, but the student does not show, and no request for records is received.	Start and End Date is the first day of school. Start status is 02: Continued enrollment, same school, no interruption (unless the student was promoted from 8th grade to High School). End Status is the appropriate *300 level code with a corresponding Dropout Reason. DO NOT CHECK THE NO SHOW BOX
Student in grades K-6 completed the 07-08 school years, but did not appear in the 08-09 school year.	Student finished the school year with the intent of re-entry in the fall, but the student does not show, and no request for records is received.	Start and End Date is the first day of school. Start status is 02: Continued enrollment, same school, no interruption (unless the student was promoted from one school to another due to completion of highest grade offered). End Status is 260: Unknown (grades PK-6). DO NOT CHECK THE NO SHOW BOX

Scenario	Example	Action
Student was enrolled in the 07-08 year, but a records request is received from another school over the summer or at the start of school.	Student moves from a MT school to another school out of state.	DO NOT CREATE a new enrollment record for the 08-09 school year (only create new enrollment records for students who attend one or more days of class in the 08-09 year, unless the student is a no-show – *see above*). Modify the End Status for the student's 07-08 enrollment record to reflect the student's transfer. In this case a 180.
Student was in grade 12 last year, but did not graduate or complete graduation requirements prior the beginning of the school year.	Student needs to attend High School for another year to complete graduation requirements	Start Date is the first day of school (or first day of attendance, whichever is later). Start Status is 02: Continued enrollment, same school, no interruption. If the student does not appear for school, code the student as a grade 7-12 student who did not re-enroll for the 08-09 school year – *see above*.
Student was in grade 12 last year, but did not graduate. Graduation requirements were met over the summer (prior to the start of the school year).	Student attended and completed summer school to earn credits toward graduation. All of the graduation requirements were met prior to the first day of school.	No new enrollment record is created for the 08-09 school year (only create new enrollment records for students who attend one or more days of class in the 08-09 year, unless the student is a no-show – *see above*). Modify the End Status for the student's 07-08 enrollment record to reflect the student's graduation (including Diploma Date, Diploma Type and Diploma Period.

Scenario	Example	Action
Student re-enrolls into a school after a period of absence from school.	11th grade student left school in April, returns to school in September.	Start Date is the first day of school (or first day of attendance, whichever is later). Start Status is 03: Re-entry to the same school after withdrawl (only use this code if a student was not enrolled in any other type of school during absence). Change the student's 07-08 dropout enrollment record End Status to 295: Dropped out, subsequent re-enrollment and remove the Dropout Reason.
The OPI notifies a district (or school system) that a student marked as a dropout has returned to school in another district	11th grade student leaves school for a period of time before re-enrolling into a different school	Change the student's dropout enrollment record End Status to 295: Dropped out, subsequent re-enrollment and remove the Dropout Reason – that student is no longer counted in as a dropout in that district
Student returns to school from a treatment facility (other than Yellowstone Boys/Girls Ranch grades K-8 or a MT State Funded school).	Student returns from Shodair Children's Hospital in Helena.	The Start Date should be the first day of school (or first day of attendance, whichever is later). Start Status is 03: Re-entry to the same school after withdrawl.
Student returns to school from treatment at Yellowstone Boys/Girls Ranch, grades K-8.	Student receives treatment at Yellowstone Boys/Girls Ranch, grades K-8, then returns to public school.	Start Date is the first day of school (or first day of attendance, whichever is later). Start Status is 04: Transfer from public school in district or state.
Student returns to school from a MT State Funded school.	Student returns to public school from Riverside Youth Correctional Facility.	Start Date is the first day of school (or first day of attendance, whichever is later). Start Status is 10: Transfer from a MT state-funded school.

Scenario	Example	Action
Student returns to school from a non-accredited alternative program.	Student attends MT Youth Challenge, then returns to school.	Start date is the first day of school (or first day of attendance, whichever is later). Start Status is 03: Re-entry to same school after withdrawl. Change the student's 07-08 dropout enrollment record End Status to 295: Dropped out, subsequent re-enrollment and remove the Dropout Reason.